

Office of General Services Safety Program and Policy Manual
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SUBJECT: **Clothing And Personal
Protective Equipment**

NUMBER: 98-0100

DATE: 7/1/98

Policy

Employees shall wear approved Personal Protective Equipment (PPE) when required by tasks according to OGS Personal Protective Equipment (PPE) Assessment and/or job process analysis. PPE shall be suitable and appropriate for the hazards involved, the weather, and the duties performed.

Procedures

1. **General** - PPE includes clothes and other equipment needed to protect the head, eye, face, arms, hand, legs, feet, and body from exposure. PPE is provided for your protection and must be kept in good condition. Employees shall report any PPE that is lost, damaged, or that malfunctions to the Team Leader immediately. Employees shall request PPE in accordance with Team specific policy.
2. **Clothing** - Torn or loose clothing, cuffs, and oily clothes are hazardous. Long and short sleeve uniforms are provided. Employees shall wear long sleeves when performing work tasks that require protection of the skin as determined by the MSDS* and/or the job process analysis. It is the employees responsibility to have uniforms available. Long pants shall be worn unless approved Team policy identifies detailed job tasks and specifies long pants or shorts. Team policies shall be approved by the Safety Support Unit and the Division Director.
3. **Shoes** - Approved safety shoes shall be worn to protect your feet when performing tasks as determined by the job process analysis. Refer to OGS Safety Policy 98-0101, Safety Footwear.
4. **Hard Hats** - Hard hats shall be worn in all designated areas and construction areas. Visitors are included in this requirement. PPE will be provided to visitors that do not have appropriate PPE. Persons without appropriate PPE will be denied access until PPE is obtained.

*The MSDS may state that long sleeves are required, however the work process and exposure should be considered. i.e. removing a single ceiling tile would not necessarily require long sleeves. However, removing/installing a large number of or cutting ceiling tiles may require protection for the arms.

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5. **Eye Protection** - Proper eye protection shall be worn when the nature of the operation presents a potential eye or face injury. Examples of these hazards include: flying objects, dust, hot or splashing metals, harmful rays, caustics or acids. Refer to OGS Safety Policy 98-0102 - Eye and Face protection.
6. **Gloves** - Appropriate gloves and aprons shall be worn when handling hazardous or abrasive materials as determined by the MSDS or job process analysis. Gloves should be replaced when the signs of wear are apparent.
7. **Respiratory Equipment** - Approved respiratory equipment shall be worn when the worker is exposed to toxic chemicals or dusts, spray painting, or other inhalation hazards. Refer to OGS Policy 98-0103 - Respirators.
8. **Jewelry** - Caution should be used when wearing rings or other jewelry. When performing work processes that involve working around moving or rotating parts or when working with energized parts, rings and jewelry shall not be used.
9. Failure to wear PPE as required by this policy will be treated in accordance with the OGS Disciplinary Action Procedures.